



RECEIVED  
OFFICE OF  
MUNICIPAL CLERK

2008 FEB 18 PM 4:19

ATLANTA CITY COUNCIL

CARLA SMITH  
COUNCILMEMBER  
DISTRICT ONE

55 TRINITY AVENUE, S.W.  
SECOND FLOOR, EAST  
ATLANTA, GEORGIA 30303  
(404) 330-6039

February 18, 2008

08- C -0428


Honorable Lisa Borders  
President, Atlanta City Council  
55 Trinity Avenue, SW  
Atlanta, Georgia 30335

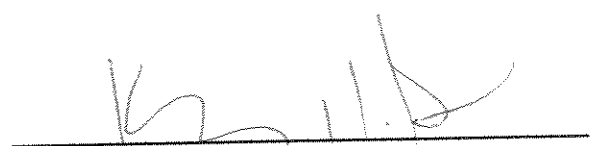
Dear President Borders;

Councilmembers Kwanza Hall, District 2, Ceasar Mitchell, Post 1 - At Large, and I are pleased to resubmit David Payne for appointment to the Zoning Review Board.

David Payne has served well over the past 2 years in this capacity, has maintained perfect attendance and is interested in being reappointed for another term. As you know David has served the city in many leadership roles for more than 20 years. We are certain that you will agree to this reappointment. His Professional Profile is attached for review.

Sincerely,

  
Carla Smith, Councilmember, District 1

  
Kwanza Hall, Councilmember, District 2

  
Ceasar Mitchell, Councilmember, Post 1 - At Large

**DAVID J. PAYNE**  
**691 WOODLAND AVENUE, SE**  
**ATLANTA, GA 30316-1869**  
**404-627-0435**  
**davidjpayne691@earthlink.net**

### **PROFESSIONAL PROFILE**

Highly developed leadership, communications, and coordination skills. Creative, detail-oriented, good people person. Nationally published writer. Industry experience includes information technology, banking, insurance, aerospace, retail, hospitality, transportation, government, manufacturing, healthcare, education, military, franchise operations, non-profits, and others.

### **TECHNICAL SUMMARY**

PeopleSoft 7.5 & 6.0 HRMS. Lawson Software 7.2 HR Suite. CompSense 6.0. Meta4 HRMS/Knowledge Management 3.2. Lotus Notes. Access. Excel. Microsoft Word. Microsoft Paintbrush. IconAuthor. PaintShop Pro 4.0. PowerPoint. WordPerfect. Persuasion. PageMaker 6.0. Oasis 2.0. XMS/Web 4.0. Mainframe, PC, Macintosh, AS/400, and laptop platforms. Knowledge management, personnel administration, payroll, benefits, and military weapons systems.

### **EDUCATION & TRAINING**

MERCER UNIVERSITY, MACON, GA BA English and Psychology (Double Major  
LAWSON SOFTWARE Lawson INSIGHT 7.0 HR Suite META4 Madrid,  
Spain HRMS/People & Knowledge Management 3.2 DELOITTE & TOUCHE PeopleSoft  
6.0 HRMS THE HUNTER GROUP PeopleSoft 7.5 HRMS THE SETTLEMENT  
INSTITUTE Conflict Resolution Mediator NATIONAL TRAINING REGISTRY Master  
Level Trainer U.S. NAVY Flight Officer Schools

### **CIVIC AND COMMUNITY LEADERSHIP**

\$ Chair, City of Atlanta Elected Officials Compensation Commission 1996  
- 97 \$ Chair, Atlanta Corporate Compensation Association 1984-87 \$  
Creator and co-founder of The APAB Community Leadership Development  
Institute 1998-99 \$ Secretary and Technical Assistance Provider, The  
Atlanta Neighborhood Economic Development Task Force 1993 \$ Vice Chair,  
Atlanta Planning Advisory Board, City of Atlanta 1997-98 \$ Chair,  
Neighborhood Planning Unit W, City of Atlanta 1996-97 \$ Creator and  
Producer, Together Atlanta & the Neighborhood Achievement Awards 1995 -  
present

### **PUBLISHED ARTICLES**

Apply a Human Solution to Electronic Fears, HR Focus magazine/April  
1999, American Management Association Taming the Terror of Technology,  
Solutions magazine/Summer 1999

### **EXPERIENCE**

#### **HUMAN RESOURCES/ORGANIZATIONAL DEVELOPMENT**

- Designed and implemented salary, incentive, and benefit programs that helped domestic and international clients to attain their goals and objectives.
- Set up and managed Human Resources departments and operations, including security, HRIS, employment, labor relations,

affirmative action, payroll, salary and benefits administration, and executive development: 5 years at division/region level, 7 years corporate level. 15 years continuing involvements. • Designed and implemented organizational change processes that reduced resistance to organizational restructuring and accelerated accomplishment of strategic objectives in both for-profit and non-profit organizations. • Organized, developed, and lead a variety of HR and technical project teams, such as strategic planning, compensation program development, and conversion of HRMS systems. • Led the development and implementation of self-directed work teams to expedite high-tech product manufacturing and shipment, and reduce costs. • Revised and rewrote in plain language ethics legislation for a city government that allowed officials to develop and implement policies that people could understand and follow. • Developed and implemented performance management systems that established work standards, documented job performance, reduced turnover, and improved quality of work life at all organizational levels.

### **TRAINING & DEVELOPMENT**

• Developed and conducted the management training program for faculty and staff of The Georgia Institute of Technology for four years. • Documented IBM Results Software systems for the 1996 Centennial Olympic Games and created instructional materials used to provide volunteer and staff personnel with comprehensive and detailed training. • Provided training in Asian countries that presented executives with knowledge of leading-edge HR concepts and technologies. • Lead the creation and delivery of implementation team and end-user training Lawson Software 7.2 for a leading IT solutions organization. • Developed and delivered end-user training and educational materials for PeopleSoft 7.5 HRMS. • Created PeopleSoft 6.0 HRMS end-user training materials for a big-six consulting organization. • Designed and conducted proprietary FAA software and laptop hardware training that enabled users to accurately collect, compile, and transmit aviation safety data around the world. • Developed and conducted classroom and airborne training programs for the U. S. Navy. • Developed and presented Ethics Training for a major financial services organization that enabled them to comply with court ordered sanctions.

### **SALES & MARKETING**

• Presented, sold, and coordinated delivery of human resources consulting services to a variety of for-profit and non-profit organizations for ten years. • Supported sales and marketing staff by researching, preparing, and presenting human resources-related software system demonstrations for potential clients and trade shows. Served as product expert in North America. • Pro-actively recruited and staffed technical, professional, management, and sales openings in different organizations for four years. • Conducted selling skills programs across the USA to support a major marketing initiative.

### **EMPLOYMENT**

• Payne Warren, Inc. Atlanta, GA  
Managing Partner (1985 - 98/2001 - 2003). Provides Human Resources consulting and management services, such as compensation planning, training, technical writing, leadership development, outplacement, HR program development, and mediation, to domestic and international for-profit and non-profit organizations. Reason for leaving: Company

closing. Q The Georgia Institute of Technology Senior HRD Specialist/Grievance Hearing Officer Q Right Associates, Inc. Senior Manager Consulting Services Q Community Resource Network, Inc. Executive Director • Again Technologies, Inc., Pleasanton, CA Application Consultant (10/00 - 2/01). Supported sales processes by defining variable and incentive compensation programs and their requirements for potential clients; assisting product demonstrations; setting-up software; training personnel; and implementing systems onsite. Reason for

leaving: Management and responsibilities changed.

• Meta4 USA, Atlanta, GA

PreSales Consultant (5/00 - 9/00). Supported sales and marketing opportunities by researching, preparing, and presenting HRMS product demonstrations for potential clients and trade shows. Served as product expert in North America. Reason for leaving: North America operations moved to Madrid, Spain • The Hunter Group, Inc., Atlanta, GA Team Lead/Education Consultant/Project Manager (1998 - 2/00). Lead the development of implementation team and end-user HRMS training programs. Assisted in defining business processes and user requirements. Conducted classroom and one-on-one training. Reason for leaving: Corporate restructuring - lay off • Cotton States Insurance Companies - Atlanta, GA Manager of Compensation (1980-85). Set-up, developed, and managed job evaluation, salary administration, benefits, payroll, HRIS, and executive compensation operations. Manager of Training & Development (1982-85). Managed and provided training and development activities for sales, non-exempt, exempt, and executive personnel. Reason for leaving: Corporate downsizing - lay off • The Upjohn Company/Laboratory Procedures - South - Atlanta, GA Southeast Region Human Resources Manager (1975-79). Set-up and managed HR department, facility, and related operations for nine state region. Reason for leaving: Company closed this clinical/medical reference laboratory.

- (ii) The balloting process shall continue until only two nominees remain, whereupon a final ballot shall be issued.
- (iii) After the vote is taken, the procedures set forth in (b) (iv) and (v) above, shall then be followed.
- (f) Tie remaining unbroken.

In the event that the tie still fails to be broken, separate resolutions shall be prepared containing the name of each nominee, which resolutions shall be submitted to the committee of purview for the recommendation of one nominee to said vacant position; with the previously outlined process to be followed accordingly.

(Code 1977, § 1-1046; Ord. No. 2007-21(06-O-1597), § 1, 3-28-07)

### **Sec. 2-1853. Councilmembers representing city on regional or state boards or commissions.**

- (a) Any councilmember who is elected by the city council to represent the city on a regional or state board or commission shall convey the position of the city council as a whole in all instances in which that will has been expressed by ordinance or resolution.
- (b) Minutes of proceedings shall be distributed to members of the council, upon request, by the appointees to regional or state boards or commissions.

(Code 1977, § 1-1051)

### **Sec. 2-1854. Terms of office for appointments to boards and commissions.**

- (a) All persons appointed to any commission, council or board created and confirmed by the council, whether such appointments and confirmations occurred before or after the enactment of the ordinance from which this section derives, shall be limited in consecutive years of service as set forth in this section; however, this limitation shall not apply to elected officials of the city. Persons who are already serving on any city commission, council or board may serve on any other city commission, council or board, not to exceed three commissions, councils or boards, subject to confirmation by the council.
- (b) The terms of office, as established in the applicable Code section for each board and commission, and the maximum number of terms or consecutive years of service shall be as follows:

TABLE INSET:

Term of Office (years)	Maximum Number of Terms or Consecutive Years of Service
1	8 years
2	4 full terms
3	3 full terms
4	2 full terms
5	1 full term
6	1 full term

- (c) The following is a list of boards and commissions established in 1990 and the respective

terms of office:

TABLE INSET:

1990 Boards and Commissions	Term of Office (years)
Atlanta Economic Development Corporation (AEDC) board of directors	1
Board of ethics	5
Budget commission	1
Civil service board	3
Clean city commission	2
Contract compliance hearing officer	2
Downtown development authority	6
Electrical advisory board	4
First source advisory board	2
HVAC advisory board	2
Housing appeals board	3
Human relations commission	3
In-rem review board	3
License fee review board	Not to exceed 4
Plumbing advisory board	4
Procurement appeals hearing officer	2
Sister city commission	2
Tree preservation review board	2
Urban design commission	3
Urban homesteading application review board	2
Urban residential finance authority	1 or 4
Water and sewer appeals board	1--3
Zoning review board	2

(Code 1977, § 18-6001)

## Sec. 2-1855. Confirmations by council.

(a) When required to confirm department/agency heads, the council shall be governed by the following policy.

(1) Nominee communications shall be referred to both the committee of purview and the committee on council.

a. *Committee of purview* . The committee of purview shall be responsible for the performance expectation/evaluation of the nominee.

b. *Committee on council* . The committee on council shall be responsible for all general information on the nominee. This shall include a criminal background, education verification, reference checks, and assurance that the nominee meet minimum code requirements.

(1) *Notice of vacancy.*

(a) Whenever a position on a board, commission or authority shall be or becomes vacant, notice of such vacancy shall be submitted in writing to the municipal clerk who shall notify the chair of the committee on council, with a copy of said notice being submitted to the president of the city council.

(b) Upon receipt of such written notice, the chair of the committee on council shall provide written notice to all council members that nomination of an individual or individuals or when applicable, of a council member or council members shall be submitted to the chair of the committee on council by a specified deadline.

(c) In the case of council member appointments, a council member may submit her/his own name or the name of another council member, for appointment to any such vacancy.

(2) *Procedure for appointments.*

(a) One vacancy, one nominee.

(i) When only one vacancy and only one nominee has been submitted, the chair of the committee on council shall have a resolution prepared naming that individual or council member for appointment to the vacant position.

(ii) Said resolution shall be submitted by the chair of the committee on council to the committee of purview. The committee of purview shall introduce, consider, recommend and refer said resolution to the committee on council for its consideration, recommendation and forwarding to the full council for final action.

(b) One vacancy, more than one nominee.

(i) Should there be only one vacant position and more than one nominee is submitted, the chair of the committee on council shall, prior to the next regularly scheduled meeting of the city council, distribute biographical information and qualifications of all nominees to all council members for consideration at the next regular meeting of the city council, provided however, if the date of the next regular council meeting is less than five (5) business days from the date of the required deadline, all information shall be provided for consideration at the next following regularly scheduled meeting of the city council.

(ii) At the next regularly scheduled meeting of the city council after distribution of the biographical information and qualification of said nominees, or at the next following regularly scheduled meeting of the city council should the five (5) day condition set forth in (b) (i) above be applicable, the municipal clerk or deputy municipal clerk shall issue a paper ballot which contains the names of all nominees for said vacant position, to all council members present at said meeting and who have not been excused.

(iii) Council members shall circle the name of the nominee of her/his choice, sign the ballot and return it to the municipal clerk or deputy municipal clerk. Such ballots shall become a part of the official record for said council meeting.

(iv) The municipal clerk or deputy municipal clerk shall tally the ballots or cause them to be tallied and announce the results. The nominee

receiving the majority of votes shall be recommended for appointment and the chair of the committee on council shall subsequently have a resolution prepared naming that individual or council member for appointment to the vacant position.

(v) The chair of the committee on council shall submit said resolution to the committee of purview. The committee of purview shall introduce, consider, recommend and refer said resolution to the committee on council for its consideration, recommendation and forwarding to the full council for final action.

(c) More than one vacancy

(i) Should there be more than one vacant position and more than one nominee is submitted, the chair of the committee on council shall, prior to the next regularly scheduled meeting of the city council, distribute biographical information and qualifications of all nominees to all council members for consideration at the next regular meeting of the city council, provided however, if the date of the next full council meeting is less than five (5) business days from the date of the required deadline, all information shall be provided for consideration at the next following regularly scheduled meeting of the city council.

(ii) When more than one vacancy exists, the municipal clerk or deputy municipal clerk shall issue a paper ballot which contains the names of all nominees for said vacant positions to all council members present at said meeting and who have not been excused.

(iii) Council members shall circle the names of the nominees of her/his choice; in correlation to the number of vacant positions, sign the ballot and return it to the municipal clerk or deputy municipal clerk. Such ballots shall become a part of the official record for said council meeting.

(iv) The municipal clerk or deputy municipal clerk shall tally the ballots or cause them to be tallied and announce the results. The nominees receiving the highest number of votes; in correlation to the number of vacant positions, shall be accordingly recommended for appointment to the available positions. The chair of the committee on council shall subsequently have a resolution prepared naming those individuals or council members for appointment to the vacant positions.

(v) The chair of the committee on council shall submit said resolution to the committee of purview. The committee of purview shall introduce, consider, recommend and refer said resolution to the committee on council for its consideration, recommendation and forwarding to the full council for final action.

(d) Single nominee failing to receive a majority vote or multiple nominees receiving an equal number of votes.

In the event that a single nominee fails to receive a majority vote of the council members present at the meeting of the city council, or there is a tie among two or more nominees who receive the highest identical number of votes, then a second ballot shall be issued. This ballot process shall be continued until such time as one person receives a majority vote or the tie fails to be broken.

(e) Tie failing to be broken initially.

(i) All subsequent ballots shall be comprised of the two or more nominees who received the highest number of votes.



**ARTICLE XVI. BOARDS, COUNCILS, COMMISSIONS AND AUTHORITIES\***

---

**\*Editor's note:** 1982 Ga. Laws (Act No. 1017), page 4174 (compiled in pt. I, ch. 26 of the Fulton County Code) creates a Fulton County Library System, in which the city participates. The mayor of the City of Atlanta appoints members to the library board of trustees.

**Charter references:** Boards and commissions, § 3-401.

**Cross references:** Board of ethics, § 2-806; first source jobs policy advisory board, § 2-1676 et seq.; records management administration committee, § 2-1784; sister city commission, § 2-1813; license review board, § 30-26; board of astrology examiners, § 30-487; vending review board, § 30-1403; fund appeals review committee, § 42-40; FHA 221 housing technical committee, § 54-26; urban homesteading application review board, § 54-58; fire prevention code board of appeals, § 78-57(b) (104.5); human relations commission, § 94-36 et seq.; parks council, § 110-2; civil service board, § 114-79; water and sewer appeals board, § 154-26; tree conservation commission, § 158-61 et seq.

Land development code references--Planning committees, § 6-3014; planning advisory board, § 6-4001 et seq.; zoning review board, § 6-4001 et seq.; board of zoning adjustment, § 6-4021 et seq.; urban design commission, § 6-6043; building code advisory board, app. A, § 107; electrical advisory board, app. B, § 1(107); plumbing advisory board, app. C, § 1(107); heating and air conditioning advisory board, app. D, § 1(107), app. F, § 1(107); housing appeals board, app. E, § 15; in rem review board, app. E, § 31.

---

**DIVISION 1. GENERALLY****Sec. 2-1851. Oath.**

No member of any board, council, commission, authority or similar body established by the council shall assume office until the member shall have executed and filed with the municipal clerk an oath or affirmation in the following form:

"I swear (or affirm) that I will faithfully and impartially perform the duties imposed upon me by reason of my appointment as an officer or member of (insert here the name of the board, council or commission to which appointed). I have not, in order to influence, my appointment to this position, directly or indirectly, expressly or by implication, promised my vote or support to any person. In all things pertaining to my position, I will be governed by what is my conviction for the public good. I further swear that I will uphold and support the Constitution and laws of the United States, of the State of Georgia and the City of Atlanta. I further swear that I will uphold and support the Ethics Code of the City of Atlanta."

(Code 1977, § 1-1045; Ord. No. 2002-53, § 1, 6-20-02)

**Charter references:** Oath required, § 3-401(e).

**Sec. 2-1852. Procedure for the appointment by the full council of individuals or councilmembers to boards, commissions and authorities.**

The following procedure shall be used whenever it becomes necessary for the full council to appoint an individual or a council member to a board, commission or authority.